

INTRODUCTION TO COMPUTER CONCEPTS

CSIT 100

LAB: MICROSOFT POWERPOINT

Starting PowerPoint

1. Click the **Start** button
2. Click on **Microsoft Office PowerPoint** on the Programs menu. If you don't see it there, go to Microsoft Office group first.
3. Once you run the program, you will get a new window on the right side of the screen with several sections. Each section has different options.

Using Design Themes

If you are creating a new presentation:

You could use a template different from the ones given to you by default. We go to the website <http://office.microsoft.com/en-us/templates/> and search for the Template Fireworks (Equivalent of Theme Fireworks in the new version of PowerPoint). Of the several search results that you obtain, click and download the one for PowerPoint 2003 (It is compatible with 2010). If there is a problem, read the instructions on how to manually download it, and the need for uncompressing the file. Remember the location where you saved it, because you need to go back to it. The file will have a fileextension of POT

1. In the **Design** section, left click on the bottom arrow on the right of the Themes



.. Select "Browse for Themes", and look in the folder where you placed the Fireworks template. Select it

2. You can search for a different theme, also known as template on the same website, to use it for your slides.

If you want to apply a template to an existing presentation:

1. Open the presentation to which you want to apply the template.
2. Click the **Design** option on the main menu. The Apply Design Template box opens at the right side of your screen with the small version of the templates.
3. Click on the Template you wish to use for your slides.

Viewing the PowerPoint Window

When you open a presentation or create a new one you will see four main areas on the screen:

1. **Slides /Outline Tab:** it is located on the left hand side of the screen.

If you click the Outline tab:

- It will display your presentation text in the form of an outline, without the graphics.
- It is easy to move text on or among slides by dragging text to reorder the information

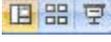
If you click the Slides tab:

- It will display the slides of your presentation as small images, called **thumbnails**.
- You can quickly navigate through the slides in your presentation using this tab.
- You can also add, delete, or rearrange slides on this tab.

2. **Slide Pane:** it is located at the center of the screen, next to the Outline pane. It contains the current slide of your presentation, where the cursor is. The slide will display the text, graphics and background design.

3. **Notes Pane:** it is located right below the Slide pane. This pane allows you to type speaker notes for your reference. They are used as reminders you want to make during the presentation, though they are not visible to the audience.

4. **Task Pane:** The Task Pane is a docked window within the [PowerPoint 2013 interface](#) that provides more options than normal dialog boxes. The Task Pane is not always visible. If you want it to appear, click on the **Insert** menu, and then in the Clip Art item.

At the bottom right corner, there is a set of buttons , collectively called **View buttons**. These buttons allow you to quickly switch between PowerPoint views. They are (from left to right):

- **Normal View button:** it displays the standard size for the Outline, Slide and Notes panes.
- **Slide Sorter View button:** it displays a smaller version of all your slides. If you have more slides than what you actually see on the screen, you can scroll down to see the rest. You see neither the Outline nor the Notes panes.
- **Slide Show button:** it starts your presentation. You will see your slides one by one, with slide transitions, special effects, video, and audio clips if you included any of them.

Saving a Presentation

1. Go to the **File** menu and click **Save As**. Select a “PowerPoint Presentation”
2. In the **File name** textbox, type the name that you want to give to your presentation.
3. Click on the **Save in** list arrow and select the storage device where you want to save your presentation (A: 3 ½ Floppy Drive, or F: flash drive)
4. In the Save as type the extension pptx will appear. Click on the **Save** button.

NOTE: If you want to save an existing presentation you will use SAVE, unless you want to save it under a different name. Then you will use the SAVE AS option.

Printing a Presentation

1. Make sure the printer is on and contains paper.
2. Click on the **File** menu and select the **Print** option, then click **Print**. The Print dialog box opens. You can specify the slide format that you want to print, as well as the number of pages to print and other print options. Click on the arrow at the right of the Full Page slides option to determine how many slides per page, or to print the notes, etc..
3. After you set all the print options, click **Ok**.

Closing a Presentation and Exiting PowerPoint

1. Click on the **File** menu and select the **Close** option.
2. Click **Yes**, if necessary (if you want to save your work)
3. Click on the Microsoft Office button and select the **Exit PowerPoint** option. Microsoft PowerPoint will terminate.

Entering Slide Text

1. When you have a new slide, you will see something like “Click to add title” or “Click to add text”. Move the mouse pointer to that area.
2. Click on that area. The insertion point, a blinking vertical line, indicates where your text will appear in the title or text placeholder.
3. When you finish typing, click outside the area.
4. Or you can go to the **Insert** Menu, and select Text Box. Place the cursor where you want to insert the text, and make your box.

Creating a New Slide

1. Click the **New Slide** button on the **Home** menu. Choose the Layout of your slide among the different layout schemes that appear when you click on Layout.
2. Each layout will display the layout’s name (E.g. **Title and Content**).
3. Click on the desired layout. For example: **Title and Content, and select Clip Art**.

Working in Outline View

- Whenever you see the slide icon in the Outline pane, it means that whatever text you see or type next to it represents the slide’s title.
- On the Paragraph section of the main menu, you will find among all the buttons, the

Increase Indent and **Decrease Indent** buttons. They look like this:



- **Decrease Indent:** If it is enabled, you can move an item up the hierarchy.

For example if you have the following outline:

- a. Games
- b. WarCraft II
- c. Diablo II
- d. System Shock

If you select **item a**, then click Decrease Indent, would make the outline look like this:

1. Games

- a. WarCraft II
- b. Diablo II
- c. System Shock

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- **Increase Indent:** If it is enabled, you can move an item down the hierarchy. For example if you have the following:

1. Hardware
2. Software
3. Application Software
4. System Software

If you select items 3 and 4 and click the Increase Indent button, the outline would look like this:

1. Hardware
2. Software
 - a. Application Software
 - b. System Software

Entering Notes

1. Go to the slide, where you want to have a reminder.
2. Click in the Notes pane.
3. Type the notes that you wish to use as a reminder
4. Click outside the Notes pane area to finish.

Check Spelling in the Presentation

1. Click the spelling button on the Review menu or just press **F7**.
2. If there is a word that the speller thinks its wrong, but you want to leave it as it is, then click **Ignore**. If it is repeated several times and you want to leave it as it is, then click **Ignore All**.
3. If you want to correct a misspelled word, then click **Change** to change it once, or **Change All** for every instance of the word.
4. If by mistake you type the same word twice (are are) you can click **Delete** and it will remove the duplicate.
5. Click **Close** when it finishes.

EXERCISE

1. Create the **PowerPoint** folder in your flash disk.
2. Run Microsoft Office PowerPoint.
3. Search and select the template named **Serenity Nature**
4. Type **COMPUTER CONCEPTS** as the title.
5. Type **your Full Name** as the subtitle. Press ENTER once.
6. Type **your course code, course number and section**. It should appear in the line below your name.
7. Create a new slide. Its layout should be **Title and Text**.
8. In the title section, type **CSIT 100 – XX**, where XX is the section number for your 100's course.

9. Type **COMPUTER CONCEPTS** in the “Click to Add Text” section (below the slide’s title). It is going to be the first bulleted item.
10. Type **your Full Name** as the second bulleted item.
11. Type **TERM 201X** (where TERM stand for SPRING, SUMMER, or FALL, and the X should be substituted by the corresponding digit for the current year), as the third bulleted item.
12. Create a new slide. Use the same layout that you used in **step 7**.
13. Switch to **Outline View**, by clicking the Outline tab.
14. Type **BASIC COMPUTER CONCEPTS**, next to the icon that represents slide 3 and press **ENTER**.
15. Click the **Increase Indent** button or press Tab and then type, “**What is a Computer?**”, (without the quotes) as the first bulleted item.
16. Type the following: “**It is a device that accepts input, processes data, stores data, and produces output.**” (without the quotes) as the second bullet item.
17. In the third bullet, type your full name.
18. For the second slide, type in the Notes pane “**This definition is based on the concepts presented in Dr. John von Neumann’s paper.**”
19. Spell-check your slides.
20. Make a print preview of your three slides by clicking the Microsoft Office button, then **Print** and **Print Preview**. On the Print section of the Print Preview, select Options, and in the **Color/Grayscale** section of the dialog box, select from the drop-down list **Pure Black and White** option **BEFORE** anything else.
21. Make a print preview of the handouts, by clicking as before, but also select the Handouts, 6 handouts per page, on the “Print What” section, of the Page Setup Menu.
22. Make a print preview of the Outline view.
23. Save your workbook in your flash disk (drive E or F ?) as a PowerPoint Presentation named **FirstPresentation.pptx** (you do not need to type .pptx). Save it inside your **PowerPoint** folder that you created in **step 1**. Upload it also to Canvas.